

SHSD Job Risk Assessment

Job Identifier: SHSD-JRA-14 Job Title: Administration, Professional & Office Work Name(s) of Risk Team Members: A. Piper, A. Ackerman, A. Gray, P. Carr, M. Zarcone, M. Heinrich, K. Conkling, R. Selvey (09-09-05) ESHQ Directorate Team: L. Greves, S. Hoey, A. Vanslyke, D. Wadman; R. Wilson, R. Selvey (09/13/05)	Point Value → Parameter ↓	1	2	3	4	5
	Frequency (B)	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
Job Description: General Office Work such as computer work, filing, operating office machines, and attending meetings	Severity (C)	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional): BNL level class IND-004 Video Display - Approved by: R. Selvey Date: 03-07-06 Rev. #: 1	Likelihood (D)	Very Unlikely	Unlikely	Possible	Probable	Multiple
Stressors: Stressors were quantified into the ratings below: long hours, deadlines, high volume of work & work environment where lighting and ventilation may impact work quality and comfort.		Reason for Revisions (if applicable): Updated to 3 column format (Without controls).			Comments:	

			Without Controls					Before Additional Controls						After Additional Controls							
Job Step / Task	Hazard	Control(s)	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Computer work (typing/mouse), drafting; CAD design; desk work; phone use	Repetitive motion injuries	Ergonomic reviews of the work station design by SME as needed, adjustable chairs, ergonomically designed keyboards and mouse, alternating tasks, work breaks, keyboard and mouse wrist cushions	1	5	4	3	60	N	1	5	4	2	40								

SHSD Job Risk Assessment

			Without Controls					Before Additional Controls						After Additional Controls							
Job Step / Task	Hazard	Control(s)	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
	Eye strain	Proper lighting, flat screen or low glare screens, Ergonomic reviews of the work station design by SME as needed, adjustable chairs, alternating tasks, work breaks;	1	5	1	2	30	N	1	5	1	2	30								
	Neck & Back strain from static posture	Ergonomic reviews of the work station design by SME as needed, adjustable chairs, work breaks, alternating tasks, speaker phones, head sets, well program participation (optional)	1	5	3	3	45	N	1	5	2	3	30								
Manual office tasks – filing, copy machine, hole punches, staplers, sorters, collators, printers, label makers, and similar office equipment, light manual <u>lifting</u> of office supplies, water bottles and equipment; filing paperwork in cabinets and storage boxes.	Neck or back strain/injuries from lifting, pushing, pulling, holding, carrying	Work breaks, alternating tasks, proper lifting techniques, back safety training, use of carts; slip resistant shoes; use of hand trucks and dollies; limit storage on upper shelves; store heavy items at below shoulder height	1	5	3	4	60	N	1	5	3	3	45	Add Back Safety to JTA of all SHSD staff							
	Cuts and abrasions, punctures, finger injuries	Tier 1 inspections, Padded sharp edges, furniture design, safe tool design (example: staple removers, box cutters)	1	5	3	2	30	N	1	5	3	2	30	Purchase safety design box cutters for SHSD operations							
	Moving around equipment- Slip, trips or falls on same level, or from step stools;	Housekeeping, maintenance of floor/work surfaces, Tier 1 inspections, clearance in aisle-ways, mats on slick flooring; step stools with anti-skid features	1	5	3	3	45	N	1	5	3	3	45								

SHSD Job Risk Assessment

			Without Controls					Before Additional Controls						After Additional Controls							
Job Step / Task	Hazard	Control(s)	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
	Electrical hazard-shock	Proper grounding of equipment, limited use of extension cords, NRTL equipment, Tier 1 inspections	1	5	2	3	30	N	1	5	2	1	10								
General office area room occupancy	Climate, comfort, air quality	Proper lighting, HVAC units and their proper maintenance, custodial services, Tier 1 inspections, IAQ investigations, No parking near air intakes	1	4	1	3	12	N	1	4	1	3	12	“Designated Smoking Area” (see note 4)							
Walking to parking lots, in hallways, and in offices	Falls to same or lower level	See Site JRA <i>Walking</i> or organization specific FRA or JRA.	-	-	-	-	-	-	-	-	-	-	-								

*Risk:	0 to 20	21 to 40	41-60	61 to 80	81 or greater
	Negligible	Acceptable	Moderate	Substantial	Intolerable

Corrective Action and Improvements resulting from the JRA:

1. Box Cutters were purchased on 9/13/05 and distributed to Administrative Staff and one secured a mail box location. (R. Selvey)
2. Flat panel monitor was ordered for Administrative/Fit Test office to reduce glare. (R. Selvey)
3. JTA of SHSD staff added (T. Blydenburgh)
4. Explore better ventilation in crawl space under two story portion of building & moving “Designated Smoking Area” away from offices with IAQ sensitive individuals. Meeting held on smoking location and crawl space ventilation to be held on 9/14/05. (F. Horn)